

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration
National Institute of Standards and Technology
Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is

<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from

<http://www.adobe.com/Acrobat/readstep.html>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at

<http://www.boulder.nist.gov:1580/bulletin/>

**APRIL 22 TO APRIL 26, 1996
MEETINGS AT NIST**

Special Physics Laboratory Colloquium and Reception

AS WE WERE: NBS FROM THE 40'S THROUGH THE 60'S

Ugo Fano

Emeritus Professor of Physics, University of Chicago

1996 Enrico Fermi Awardee

and former

Nuclear Physics Section Chief, Senior Research Fellow, and Assistant
Director, National Bureau of Standards

Thursday, April 25, 1996 — 3:30 p.m., Employees' Lounge, Administration
Building

Please join us to congratulate our alumnus, Ugo Fano, on the occasion of his receipt of the 1996 Enrico Fermi Award, the highest honor of the U. S. Government for achievements in the field of nuclear energy. Dr. Fano, a former student of Enrico Fermi, was cited by President Clinton for his "pioneering contributions to the theory of atomic and radiation physics, work that has had great implications for the field of nuclear medicine." Many of these contributions were made while he was a member of staff at the National Bureau of Standards.

Following a reception, Dr. Fano will give an informal overview of the scientific and cultural climate of the National Bureau of Standards, as seen by him as a bench scientist, section chief, fellow, and assistant director during his twenty years' career.

For further information contact: Anita Sweigert, 975-4200.

NIST 95-96 Colloquium Series
(Co-sponsored by the NIST Nanostructure Science Colloquium Series and
the CSTL Colloquium Series)

VOYAGE OF DISCOVERY TO THE LAND OF ATOMS

Donald Eigler, IBM Almaden Research Center

FRIDAY, April 26, 1996, 10:30 a.m. - 11:30 a.m., Green Auditorium,
Administration Building

Don Eigler, a pioneer in the use of the scanning tunneling microscope and a leading world expert in the physics of atomic-scale microstructures and the new field of nanotechnology, will describe how it is possible to measure and manipulate atoms on surfaces and to synthesize unique microstructures with remarkable properties that are invisible to the unaided eye. Eigler's group at IBM stunned the scientific world several years ago by being the first to create a pattern on a surface with atoms—they spelled out the word IBM with xenon atoms manipulated with an STM tip.



Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquia are videotaped and available in the Research Information Center.

NIST Nanostructure Science Colloquium Series

April 23, 1996, 10:30 a.m.

Lecture Room A, Administration Building

This colloquium is the fifth of a series focused on research in the regime of nanometer sized dimensions. Colloquia will be held each month. A schedule of future colloquia is available at <http://physics.nist.gov/www/nano.html> and you may register to receive future announcements by e-mail by sending a request to kim@epg.nist.gov.

**LITHOGRAPHICALLY-PATTERNED MAGNETIC
NANOSTRUCTURES—NEW OPPORTUNITIES FOR ULTRA-HIGH
DENSITY MAGNETIC MEMORIES**

Dr. Stephen Chou, Electrical Engineering Department, University of
Minnesota

Advances in nanofabrication are offering unprecedented abilities in manipulating geometry and properties of magnetic materials, therefore presenting great opportunities for engineering innovative magnetic materials and devices, developing ultra-high density magnetic storage, and understanding micromagnetics. This talk will present recent progress in fabrication and characterization of a number of nanoscale ultra-high density magnetic structures and devices fabricated using nanolithography. The talk also will discuss our proposal of quantum magnetic disk (QMD)—new paradigm for magnetic recording, and will present fabrication and properties of QMDs with a density of 65 Gbits/in².

Technical Contact: Robert Celotta, 975-3710

Information Contact: Kim Chaney, 975-3707.

4/22—MONDAY 9:00 a.m. PRECISION ENGINEERING DIVISION SEMINAR: Optical Metrology for Internal Surface Profiling, Alignment Systems and Micro-Thermography, R.W. McCullough, Advanced Measurements Systems Division, Quest Integrated Inc. Lecture Rm. D, Admin. Bldg. (NIST contact: H. Harary, 975-3485.)

4/23—TUESDAY 1:00 p.m. PRECISION ENGINEERING SEMINAR: Nanostructure Fabrication Using STM-Based Lithography and Selective Deposition Techniques, T.M. Mayer, Sandia National Labs., Albuquerque, NM. Rm. B321, Metrology Bldg. (NIST contact: J.A. Dagata, 975-3597.)

4/23—TUESDAY 1:30 p.m. APPLIED AND COMPUTATIONAL MATHEMATICS DIVISION COLLOQUIUM: Nonlinear Image Deblurring, A.S. Carasso, Applied and Computational Mathematics Division, NIST, Gaithersburg, MD. Lecture Rm. A, Admin. Bldg. (NIST contact: B. Mitchell, 975-3808.)

4/23—TUESDAY 1:30 p.m. PHYSICAL AND CHEMICAL PROPERTIES DIVISION SEMINAR: Nearly Ab Initio Thermochemistry, K. Irikura, NIST, Gaithersburg, MD. Rm. B165, Physics Bldg. (NIST contact: R.D. Mountain, 975-2484.)

4/24—WEDNESDAY 11:00 a.m. PHYSICAL AND CHEMICAL PROPERTIES DIVISION SEMINAR: An Experiment for Direct Comparison of Electroacoustic and Photoacoustic Excitation of Acoustic Resonators, R.M. Gavioso, Istituto Elettrotecnico Nazionale Galileo Ferraris, Torino, Italy. Rm. B165, Physics Bldg. (NIST contact: M.R. Moldover, 975-2459.)

4/25—THURSDAY 10:45 a.m. REACTOR RADIATION DIVISION SEMINAR: Scattering Experiments With Partially Coherent Radiation—What's New?, S.K. Sinha, Argonne National Lab. New Conf. Rm., Reactor Bldg. (NIST contact: S.K. Satija, 975-5250.)

Advance Notice
Computing and Applied Mathematics Laboratory
Statistical Engineering Division

COURSE ANNOUNCEMENT
STATISTICS FOR SCIENTISTS AND ENGINEERS: STATISTICAL
INTERVALS AND UNCERTAINTY
Mark Levenson

This three-day course, the third in a unified program of short courses in applied statistics primarily for the NIST community, will provide a foundation in the concepts of statistical intervals and uncertainty. It will include a brief discussion of the NIST uncertainty policy. The course will be held Monday mornings 9-12, on April 29 (Lecture Room D), May 6 (Lecture Room D), and May 13 (Lecture Room E).

For more information on this course, contact Mark Levenson, 975-2848, mark.levenson@nist.gov. For information on later courses in this series, contact Mark Vangel, 975-3208, mark.vangel@nist.gov, or see the event calendar under the Statistical Engineering Division home page at URL <http://www.cam.nist.gov/caml/sed/>. Registration is \$50, and Form DN-11 should be submitted to P. O'Connor, Training Office, Admin. A123, by COB April 23.

Advance Notice

STANDARDS ALUMNI ASSOCIATION (SAA) ANNUAL DINNER MEETING

NIST staff is invited to attend the Annual SAA Dinner Meeting on Monday, April 29, 1996. The Honorable Constance A. Morella, Chair, Subcommittee on Technology, Committee on Science, House of Representatives, will speak on "The Importance of Technology in American Life" at 8 p.m. Social period (wine, beer, soft drinks, snacks) at 6 p.m. in the Employees Lounge, dinner at 6:30 p.m. in the NIST Club (or Cafeteria). Reservations (\$20 per person) are required by April 25th: checks are payable to SAA, Room A44, Administration Building. Call 975-2486 to leave messages.

Advance Notice

THIRD WORKSHOP ON INDUSTRIAL APPLICATIONS OF SCANNED PROBE MICROSCOPY

Sponsored by NIST, SEMATECH, ASTM E-42, and the American Vacuum Society*

*Nanometer Science and Technology Division and Manufacturing Science and Technology Group

To be held at the National Institute of Standards and Technology,
Gaithersburg MD 20899
May 2-3, 1996

This meeting will explore progress toward meeting standardization and development needs in scanned probe microscopy (SPM) since the previous workshops on industrial applications of SPM. Summary Reports on the first two workshops are available as NISTIR #5550 (December 1994) and #5752 (November 1995). Focus Sessions will concentrate on Semiconductors, Polymers and Coatings, and Magnetic Data Storage Technology. Highlights include talks on recent developments in critical dimension metrology, defect analysis by SPM-based capacitance and near-field optical techniques, achieving chemical specificity via SPM techniques, understanding resolution limits in polymer imaging, magnetic force measurements, and disk tribology. The final session will examine progress on defining standards and standard practices and survey recent developments in novel SPM instrumentation capabilities. Poster presentations on SPM-related topics are encouraged.

Please Note: Registration is required and a fee is being charged for attending the workshop.

**For technical information contact John Dagata at 975-3597,
john.dagata@nist.gov.**

**For registration information contact Lori Phillips at 975-4513,
lori.phillips@nist.gov.**

Advance Notice
MEP Video Conference Series:

**ENGINEERING INFORMATION TECHNOLOGIES: MAXIMIZING YOUR
DESIGN SYSTEM FOR QS-9000**

Produced by: Southeast Manufacturing Technology Center (SMTC)
May 8, 1996; 9:00 a.m. - 12:00 noon; Bldg. 301, Room C145

This video conference presentation is part of a series of MEP sponsored seminars, provided by the National Technological University (NTU), entitled "Modern Manufacturing: the National Videoconference Series for Successful Small Firms." This seminar will show manufacturers how to meet the most difficult element in the QS-9000 Automotive Quality Standards, compliance in design control. The following technologies and their application will be discussed: geometric modeling, finite element analysis, computational fluid dynamics, failure modes and effects analysis, design for manufacturability and assembly, simulation techniques, and animation methods.

**For information contact Wendy Kirby, Video Conference Series
Coordinator, 975-4674.**

Advance Notice
Lecture Series on High Integrity Systems

**WHAT IT REALLY, REALLY MEANS TO MANAGE BY PROCESSES AND
HOW TO DO IT**

William F. Perry, Quality Assurance Institute

May 13, 1996, 2:00 p.m., Green Auditorium, Administration Building

Presenting a strategic and tactical approach to managing an entire
information activity by processes, including:

- Management processes -Technical processes -Work processes
- Deliverable processes -Test processes -People processes

**QUESTIONS? Call: Dolores Wallace, 975-3340 or Laura Ippolito,
975-5248.**

THE LECTURE SERIES IS OPEN TO THE PUBLIC, FREE OF CHARGE,
WITH NO REGISTRATION.

Special assistance (e.g., for the hearing impaired) can be provided with two
weeks notice.

MEETINGS ELSEWHERE

4/22—MONDAY 10:00 a.m. NAVAL RESEARCH LAB. NAVY CENTER FOR APPLIED RESEARCH IN ARTIFICIAL INTELLIGENCE (NCARAI) SEMINAR: The Spatial Semantic Hierarchy for Human and Robot Cognitive Maps, B.J. Kuipers, Dept. of Computer Sciences, Univ. of Texas, Austin, TX. NCARAI Conf. Rm., Bldg. 256, Bolling AFB, Washington, DC. (For further information call 202/404-7036.)

4/22—MONDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Molecular Sieves, Fluorides and Oxyfluorides: Probing Local Structure With Solid State NMR Spectroscopy, C. Grey, Dept. of Chemistry, SUNY, Stony Brook, NY. Reiss 262, GU, Washington, DC. (For further information call Prof. deDios, 202/687-0670.)

4/23—TUESDAY 11:00 a.m. UNIV. OF MARYLAND BIOCHEMISTRY SEMINAR: Getting the Inside Story, NMR Studies of the Active Site of Superoxide Dismutates, A.-F. Miller, Dept. of Chemistry, The Johns Hopkins Univ., Baltimore, MD. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/23—TUESDAY 1:15 p.m. UNIV. OF MARYLAND STATISTICAL PHYSICS SEMINAR: Entropically Driven Order: From Liquid Crystals to Cell Biology, J. Herzfeld, Dept. of Chemistry, Brandeis Univ., Waltham, MA. Rm. 1116, IPST Bldg., Univ. of Maryland, College Park, MD. (For further information call T.R. Kirkpatrick, 301/405-4801 or M.E. Fisher, 301/405-4820.)

4/23—TUESDAY 4:00 p.m. UNIV. OF MARYLAND ORGANIC CHEMISTRY SEMINAR: Student Literature Seminar, E. Soli, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/24—WEDNESDAY 2:00 p.m. UNIV. OF MARYLAND INORGANIC SEMINAR: Novel Scorpionate Ligands and Their Coordination Chemistry, S. Trofimenko, DuPont Central Research. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/24—WEDNESDAY 4:00 p.m. JOHNS HOPKINS UNIV. MATERIALS SCIENCE AND ENGINEERING SEMINAR: Electrophoretic Deposition of Phosphors for Display Applications, J. Talbot, Univ. of California, San Diego, CA. Maryland Hall 110, The Johns Hopkins Univ., Baltimore, MD. (For further information call M. Weaver, 410/516-8145.)

4/24—WEDNESDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Overstretching Single Molecules of DNA, S. Arndt, GU. Reiss 262, GU, Washington, DC. (For further information call Prof. Hicks, 202/687-5872.)

4/26—FRIDAY 3:30 p.m. CATHOLIC UNIV. OF AMERICA (CUA) SYMPOSIUM: In Honor of Lawrence W. Fagg, Various speakers. Herzfeld Auditorium, Hannan Hall, CUA, Washington, DC. (For further information call D. Sober, 202/319-5856.)

NIST and the American Society for Quality Control Measurement Quality
Division

MEASUREMENT QUALITY CONFERENCE

April 23-25, 1996, DoubleTree Hotel, Rockville, MD

Preceded by One-Day Tutorial "Basics of Measurement Science for Industry
and Business"
April 22, 1996

The purpose of this conference is to help metrologists learn more about quality standards and quality assessment professionals learn more about measurement.

Of interest to NIST staff will be Tuesday's workshop on ISO and NIST uncertainty policies, including case studies on type A and B uncertainties, using check standards, and special cases for uncertainty evaluation. Wednesday's discussions will include ISO Guide 25 and ANSI/NCSL Z540-1 standards for calibration laboratories, laboratory accreditation, looking beyond the documentary standards, and an introduction to statistical thinking. Thursday's sessions include traceability of measurements, proficiency testing using internal reference materials, and interlaboratory comparisons for process improvement.

Registration for the 3-day conference is \$290. The one-day tutorial preceding the conference is \$225. This is a unique opportunity for NIST staff to meet its customers and discuss issues of mutual interest with them. There is still time to send your name, affiliation, telephone number, and address to the ASQC treasurer, Dan Harper at 503-646-1380 (fax or phone). You may pay on-site with a government credit card. For further information contact Carroll Brickenkamp, 301/975-4291 or Norm Belecki at 301/975-4223.

TALKS BY NIST PERSONNEL

DEVANEY, J.E.: "Parallel Universes, Perpendicular Thinking, Insight, and Everything," Naval Research Lab., Washington, DC, 4/22/96.

DOUGLAS, J.: "Surface Pattern Formation in Thin Polymer Blend Films," Physics Dept., Ithaca, NY, 4/22/96, and Applied Mathematics Dept., Princeton Univ., NJ, 4/26/96.

FELDMAN, A.: "Thermal Conductivity Measurements on CVD Diamond: Results of an Interlaboratory Comparison," ISHM Advanced Technology Workshop: "Advancements in Design, Materials and Processes for Thermal Spreaders and Heat Sinks," Hyatt Regency Beaver Creek, CO, 4/21/96.

HARE, L.B.: "A Case Study in the Reduction of Variation Through Graphics and Statistical Thinking," George Mason Univ., Fairfax, VA, 4/19/96.

KREIDER, K.G.: "Materials for Thin-Film Wear Sensors," International Conf. on Metallurgical Thin Films/American Vacuum Society, Town and Country Inn, San Diego, CA, 4/26/96

LETTIERI, T.R.: "The Advanced Technology Program," Photonics Business Forum sponsored by "Connect: The National Alliance for Photonics Technology Deployment," United Technologies Research Center, East Hartford, CT, 4/18/96.

LEVIN, B.C. (Co-authors: H. Cheng and D. Reeder): "Development of a Human Mitochondrial DNA Standard Reference Material for Quality Control in Mutation Detection," 27th Annual Meeting of the Environmental Mutagen Society, Victoria, BC, Canada, 3/24/96.

OCONELL, C. (Co-authors: J. Tian, A. Juhasz, H. Morehead, and D. Atha): "Development of Standard Reference Materials for Diagnosis of P53 Mutations: Analysis by F-SSCP and CE-SSCP," New Cancer Strategies: P53 Diagnostics and Therapy, McLean, VA, 3/25/96.

SCHULTHEISZ, C.R.: "Durability of Composites," Stevens Institute for Materials Science Club of New York, Clinton, NJ, 4/4/96.

TARRIO, C.: "Multilayers for the EUV and More," Univ. of Maryland Chemical Physics Seminar, Univ. of Maryland, College Park, MD, 4/24/96.

VANDERHART, D.L.: "NMR Investigations of Polymer Morphology Using Proton Spin Diffusion," William and Mary College, Williamsburg, VA, 4/19/96.

WELCH, M.: "Determination of Selenomethionine in Yeast and Blood," NIST/NCI Micronutrients Analysis Workshop, Washington, DC, 4/13/96.

1996 WORLD STANDARDS DAY PAPER COMPETITION

This year, the U.S. standards community will celebrate World Standards Day on October 16. To highlight the importance of standards to industry and government, the sponsors of World Standards Day, including NIST, are again holding a paper competition. The theme for the 1996 World Standards Day paper contest will be "U.S. National vs International Standards."

PRIZE: The author(s) of the winning submission will receive \$2500 and a commemorative plaque. The winning paper will be published by ANSI, the Standards Engineering Society and others.

ELIGIBILITY: The competition is open to individuals in private sector or government facilities located in the United States. The paper may be co-authored.

RULES: The paper must be original and not previously published. NIST papers should be processed through WERB or BERB in the usual way. Papers must be between 2500 and 4500 words and should not exceed 20 pages. Entries must be received by September 1, 1996. Contest rules and application forms may be obtained from: Underwriters Laboratories, Inc., Attn: Carolyn Anderson, WORLD STANDARDS DAY PAPER COMPETITION, 12 Laboratory Drive, Research Triangle Park, NC 27709; Phone: (919) 549-1877; Fax: (919) 547-6018.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

April 22 - April 26, 1996

ADMINISTRATIVE ITEMS - New

Bitnet Service Termination NIST's connection to the Bitnet network will end effective June 30, 1996. Bitnet is winding down and has recommended that all member sites end their dependence on the network. As most Bitnet sites are also on the Internet, this change should not cause problems for users communicating via e-mail. For more details about this change, please access the following World Wide Web URL: <http://larch.cam.nist.gov/~crosson/bitnet.html> or contact Linda Pelleu (x3815, or linda.pelleu@nist.gov).

Computing Reviewer (Judy Gilsinn) Moved Back to Building 225 April 17th All procurement orders for Federal Information Processing (FIP) resources costing over \$10,000, including computer hardware, software, peripherals, maintenance, and services must be accompanied by an ADP Checklist form and be reviewed by the NIST IT Manager, Judy Gilsinn. She moved back to Building 225 on April 17th. Her new location is Room B120, Technology Building (225). Her new mail stop is Room B122, Building 225. Her phone number remains the same, extension 3803.

Calibration Service Providers On April 26, at 9 a.m. to 10:30 a.m. in Lecture Room D, Administration Building, Norfox Software will be showing its Calibration Metrology Management Software. Many of our major customers, such as Lockheed Martin, Sandia, and the Navy, are shifting over to Norfox's LABMATE software for forms generation, integration of automated tests, customer and device historical database, invoicing, shipping, metrologists' qualifications, and a host of other technical and managerial functions. We invite you to see their product, and discuss with them, and with the Calibration Program staff, what your needs are and whether customization of their product (which Norfox has done for every one of their major customers) might be worth further exploration for NIST.

Congratulations to Winner of Maryland's Outstanding Young Engineer for 1996 CONGRATULATIONS to Ms. Geraldine S. Cheok, Research Structural Engineer, Structures Division, Building and Fire Research Laboratory, for receiving recognition in conjunction with Maryland Science Week. Ms. Cheok was selected as Maryland's Outstanding Young Engineer for 1996 by the Maryland Academy of Sciences/Maryland Science Center. The Awards Ceremony is Monday, April 22, 1996, at the Maryland Science Center, Baltimore, Maryland.

Retirement Reception for Sharon Umberger Sharon Umberger, Senior Management

Advisor of the Computing and Applied Mathematics Laboratory, will be retiring on May 3, 1996, after almost 28 years of NBS/NIST government service. A reception will be held in her honor on Wednesday, May 1, 1996, from 2:00 to 4:00 p.m. in the Employee's Lounge, Administration Building. If you wish to contribute towards a gift, please do so by April 26. Contact Linda Combs, extension 2869, Technology Building, Room B122, or Darlene Hamilton, extension 2227, Metrology Building, Room B368, at the main NIST campus. At the NIST North campus, please contact Fran Michel, extension 4044 or Stephany Bailey, extension 2729, Building 820, Room 601. We hope you can join Sharon in celebrating her retirement.

Retirement Luncheon for Eric Toms Eric Toms of Plant Division will be retiring on May 2, 1996, after 31 years of government service at NBS/NIST. A luncheon will be held in his honor on Wednesday, May 1, 1996, at The Cracked Claw in Urbana. The buffet menu consists of roast beef, fried shrimp, seafood newburg, rice, green beans, tossed salad, keylime pie, pecan pie, coffee, hot tea, and iced tea. The cost of the luncheon is \$10.50. If you would like to attend or contribute towards a gift, please contact Adrienne Graham (x6900) or Sherri Mohr (x6932) by April 23, 1996.

TMJ Sufferers Sought The National Institutes of Health is seeking patients with temporomandibular joint disorders (TMJ) for participation in a study. For further information, contact Dr. Denucci, the NIH Pain Research Clinic, Bldg. 10, Room 1N-103, Bethesda, MD 20878. Telephone: (301) 402-2480; Fax: (301) 402-4347; E-mail: denucci@yoda.nidr.nih.gov

Free Podiatric Exam The Health Unit's annual Free Podiatric Exam will be held on Thursday, April 25, in the Health Unit, Bldg. 101, Room C33, from 9:00 a.m. to 2:00 p.m. Dr. Christine Chambers, Podiatrist and foot specialist, will be conducting this FREE podiatric screening. Please call the Health Unit on extension 5131 for an appointment.

Health Education Notice

Hepatitis A, B, or C information is available at the Health Unit located in Bldg. 101, Room C33, adjacent to the Beauty/Barber Shop.

ADMINISTRATIVE ITEMS - Continuing

Notice to NIST Lunch Club Members

The annual meeting of the NIST Lunch Club (NLC) will be held Tuesday, April 23, at 11:30 a.m. in the NIST Lunch Club. All members should make an effort to attend.

Calendaring Software Now Available

The NIST-tested Synchronize calendaring software is now available for purchase at a discounted rate. Synchronize is the NIST-supported calendaring software to replace the functions of the MICF calendaring software. Arrangements have been made with the vendor to accept credit card orders. Each individual OU is expected to order copies for its own staff. Contact your Division Office to request a copy for your use. For NIST support see: >>> <http://www-i.nist.gov/software/synchronize/synchqi1.html> <<<

or contact Tish Antonishek, x3605, tish@nist.gov.

Change to the Demonstration Project Automated Classification System (ACS)

Effective April 15th, all supervisors using the ACS to create position descriptions must update their systems through the MIFC Warehouse before creating any new position descriptions. A major change was made to the ACS which removed the organization location from the supervisors' systems. This change will assist the operating units in processing reorganizations. Please contact your Administration Officer if you need assistance in updating your ACS.

PhoneMail Usage Review

Many subscriber PhoneMail boxes have not been accessed in several months or more. It is necessary that these unused PhoneMail boxes be removed in order that fully reliable service may continue to be provided to those in active need of PhoneMail. In accordance with NIST Administrative Manual Subchapter 4.04, Appendix A, PhoneMail usage is being reviewed. Any PhoneMail box which has not been accessed for more than 45 days is subject to being removed. If you have any questions, please call Larry Loveland on ext. 3320.

Sitewide Outage

During the weekend of April 26 - April 29, 1996, there will be a SITEWIDE utility outage of chilled water, steam, heating, compressed air, air conditioning, ventilation, and hot water to all buildings. The OUTAGE will start at 5:00 p.m. on Friday, April 26, 1996, and will end at 7:00 a.m. on Monday, April 29, 1996. A electric outage will affect Building 302. The fire alarm bells and the civil defense bells will be tested on Saturday, April 27, and Sunday, April 28, 1996. These outages are necessary to permit maintenance and repairs to the central utility systems. **Only hoods that are essential should be left in the CONTINUOUS EXHAUST POSITION, since without heating and cooling, hoods that run pull unconditioned air through the building.** This outage does not affect the ANNEX. If you have any questions regarding the SITEWIDE OUTAGE, please phone the Operations and Maintenance Office on extension 6948.

Retirement Luncheon for Roy G. Saltman

Roy G. Saltman of the Computer Systems Laboratory will be retiring on April 30, 1996, after 27 years of government service. In addition to his internationally distinguished career, Roy is known for his many contributions to NIST's professional culture, including receiving a research grant from the John and Mary R. Markle Foundation. A retirement luncheon for Roy will be held on Monday, April 29, 1996, at 11:30 a.m. at the Golden Bull Grand Cafe. The cost of the luncheon is \$16.00 which includes tax and gratuity. The menu consists of an entree (choice of London Broil, Grilled Breast of Chicken, or Angel Hair Pasta w/Shrimp), Garden Salad, Vegetable du Jour, Whipped Potatoes, Bread w/butter, coffee, and Rainbow Sherbet. A cash bar will be available. Please contact Barbara Blickenstaff on extension 2816/17, Building 820 (NIST North), Room 562, or Arlene Carlton on extension 3240, Building 225 (Technology), Room B146, by April 26, if you plan to attend the luncheon or if you would like to contribute towards a gift.

NCW - NIST COMMITTEE FOR WOMEN

* * * * * A CELEBRATION FOR NATIONAL SECRETARIES' WEEK * * * * *

In celebration of National Secretaries' Week the NIST Committee for Women cordially invites the NIST staff to a reception in honor of NIST's Secretaries and Administrative Assistants on Friday, April 26, 1996, from 4:00 to 5:30 p.m. in the Employee's Lounge, Administration Building. Fruit, cheese and drinks will be provided. If you would like to share a special dessert, please feel free to bring one along.

Please RSVP to Carole Womeldorf on ext. 4415, Bldg. 224, Room B356.

NAAS - NIST ASSOCIATION FOR AFRICAN-AMERICAN STAFF

NAAS General Meeting

NAAS will hold a general meeting on Thursday, April 25, at 12:00 noon. The meeting will be held in Lecture Room C, Administration Building. For further information, contact Charles Yancey on extension 6073 or Mary Chaney on extension 3027.

PCX No. 265 _____ April 22, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

265.1 MANAGING THE WINDOWS 95 TASKBAR - By default the Windows 95 Taskbar is located at the bottom of the screen. If you prefer to have the Taskbar located somewhere else, it can be moved to any edge of the screen by clicking on it and dragging it with the mouse. In addition, the properties associated with the Taskbar can be changed by right-clicking on the Taskbar, selecting Properties and Taskbar Options and then setting the options Always on top, Auto hide, Show small icons in Start menu, and Show Clock as desired. To free up more space on a monitor, you can choose to hide the Taskbar. Just right-click on the Taskbar, then select Properties and Autohide on the Taskbar options menu. Note: If you choose Autohide the Taskbar will reappear if you move your mouse pointer to the very bottom of the screen.

265.2 UPGRADING TO WIN95 AND ONNET 2.0 OR ONNET32 - Current Windows 3.x users running OnNet 1.2 who are planning to upgrade to Win95 and plan to use OnNet with their Win95 installation should use the following procedure to install either OnNet2.0 or OnNet32 with Win95: 1) Prior to installing Windows 95, remove all references to OnNet or PC/TCP from your AUTOEXEC.BAT file. 2) Install Win95. 3) Install either OnNet 2.0 or OnNet32 as a new installation. Attempting to install either OnNet 2.0 or OnNet32 over top of an existing OnNet1.2 installation in Win95 can result in problems which may require the

reinstallation of Win95, so it is important that the packages be installed in the order noted here.

265.3 CHANGING THE FILE DISPLAY IN EXPLORER - By default the Windows Explorer hides certain file types—hidden files, system files, .dll files, and various device drivers. In addition, by default the Explorer does not display the three-character DOS file extension. You can set Windows Explorer to show all files and to show the three-character DOS extensions. To do this, within Explorer, select View, Options... Within the View tab you can set Explorer to Show all files or hide files of certain types, you can also set whether or not to show the DOS file extension for standard file types.

265.4 ONNET SLIP/PPP INSTRUCTIONS AVAILABLE - We have included a link from the PC Assistance web pages to a set of instructions for installing various OnNet SLIP/PPP configurations. The link can be found by going to the Help Sheet Index from the PC Assistance home page. Instructions are provided for both OnNet 2.0 (and OnNet32) on the Windows 95 platform and for OnNet 1.2 on a Windows 3.x platform.

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas. No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **May 8, 1996**, at 10:30 a.m.

Gordon Research Conferences 1996 Schedules Available at Reference Desk

The program and application forms for the Gordon Research Conferences for summer 1996 are available at the Reference Desk. The conferences will be held in New Hampshire and Rhode Island. Since attendance is limited, it is recommended that applicants apply immediately.

More detailed information about the conference will be accessible on the Internet. As up-to-date details about these Internet sites become available, they can be either faxed or emailed to NIST scientists upon request to reflib@nist.gov (x3055).

Other Training Notices

For information about *Introduction to Information Resources on the Internet*, please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

SEBA 50% Sale

SEBA is spring cleaning the store and reducing inventory. Beginning on April 15, all gift items, jewelry, wallets, and cards will be reduced 50% to SEBA members. Take advantage of the savings. Stop by the store and pick-up some seasonal gift items or

cards. Non-SEBA members, join SEBA for \$5.00 and take advantage of this great sale.

Weather Watcher's Class

Sign up today before it's too late! Seating is limited and the class is nearly half full. The Bureau Radio Amateur Signal Society (BRASS) along with the National Weather Service (NWS) is sponsoring an official Skywarn course from 7 to 10 p.m. on May 8 at NIST. The purpose of this course is to train weather observers for the Weather Bureau's Skywarn network that tracks severe storms. There is no fee for the course and it is open to anyone who wants to know more about recognizing weather problems before they hit. For more details or reservations contact Tom Buckley x2560, TJB@ENH.NIST.GOV) or Bob Larrabee (301-977-5413, larrabee@eeel.nist.gov).

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
Sher. Beef/Rice	Chick Cordon Bleu	Fish Primavera	Turkey Divan	Baked Fish Creole
Peas/Mushrooms	Turnip Greens	Zucchini/Gn Bean	Rice	Cauliflow/Holland
Roll & Butter	Rosemary Potato	Glazed Rutabagas	Limas/Mushrooms	Sauce
Fresh Fruit	Roll & Butter	Roll & Butter	Roll & Butter	Cajun Potatoes
Entrees/Vegs	Entrees/Vegs	Entrees/Vegs	Entrees/Vegs	Entrees/Vegs
Burrito	Burrito	Burrito	Taco Salad	Burrito
Eggplant Parm	Mac/Beef/Tomato	Chicken Pot Pie	Burrito	Baked Fish Creole
Sher Beef/Rice	Chick Cordon Bleu	Fish Primavera	Turkey Divan	SW Beef/Peppers
Peas/Mushrooms	Southern Turnip	Zucchini/Gn Bean	Salisbury Steak	Fried Whiting Fillet
California Veggies	Greens	Glazed Rutabagas	w/Mushroom	Cauliflow/Holland
Mixed Squash	Sliced Carrots	Baked Potato	Sauce	Sauce
Rice	Rosemary Potato	Rice	Creamed Spinach	Oriental Veggies
Soup/Internatl	Rice	Soup/Internatl	Limas/Mushrooms	Cajun Potatoes
Beef Noodle	Soup/Internatl	Old Fashion Bean	Mashed Potatoes	Rice
Pasta	Potato Leek	Creole	Rice	Soup/Internatl
	Pasta		Soup/Internatl	Chicken Rice
			Minestrone	Pasta
			Pasta	

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for

Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

EEO FUNDAMENTALS FOR SUPERVISORS AND MANAGERS

Description: This one day workshop is designed to provide supervisors and

managers with a working knowledge of their responsibilities in support of the EEO Program. This course should be attended by all probationary supervisors.

Instructor: Alexander Consulting & Training, Inc.

Cost: Approximately \$200 per participant

Date: April 24, 1996

Location: Lecture Room D, Administration Building

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

NIST EEO PROGRAM

Instructor: Alvin Lewis, Civil Rights Office

Cost: NONE

Date: May 7, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

PAY ADMINISTRATION UNDER THE FAIR LABOR STANDARDS ACT

Instructor: Carol Hubshman, Office of Human Resources Management

Cost: NONE

Date: May 13, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

DIVERSITY IN THE WORKPLACE

Description: This two-day workshop will assist managers and supervisors to develop an understanding of how cross-cultural dynamics impact the workplace. Using a variety of participatory exercises, attendees will gain a broader understanding of the value of diversity and of each of our roles as individuals and as group members in a diverse workforce. Time will be spent on defining and practicing specific skills/competencies needed to build and

peacefully co-exist in an inclusive work environment.

Instructor: Bonnie J. Berger & Associates

Cost: Approximately \$300 per participant

Dates: June 4-5, 1996

Location: Lecture Room E, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by May 15.

****GENERAL TRAINING****

STATISTICAL INTERVALS AND UNCERTAINTY

Description: This workshop will provide a foundation to the concepts of statistical intervals and uncertainty. Simple examples are used to highlight the concepts and develop intuition. Additionally, normal distribution theory is presented as a basis for future study in statistics. Topics include interpretations of uncertainty, confidence and prediction intervals, posterior probability, and the relationship between testing and intervals. Also discussed is the NIST uncertainty policy in the context of statistical uncertainty.

Prerequisite: Introduction to Statistical Concepts, or equivalent

Instructor: Mark Levenson, Statistical Engineering Division

Cost: \$50 per participant

Time: 9:00 a.m. 12:00 noon

Dates: April 29, May 6 and May 13, 1996

Location: Lecture Room D on 4/29 & 5/6 LR-E on May 13

PLEASE NOTE: Request for Training Memo must be submitted by April 22.

Please no phone in registrations! For technical questions please call Mark Levenson on x2848. **Additional Workshops in this series are as follows:**

**May 28 & June 3, Case Studies in
Uncertainty Analysis
September 13, 20 & 27, Regression
Models
October 11, 18 & 25, Analysis of
Variance
November 8, 15 & 22, Design of
Experiments**

**CONFLICT RESOLUTION (SUPPORT
STAFF) THIS CLASS HAS GREAT
REVIEWS**

Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a positive solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack
Cost: Approximately \$150 per participant
Date: May 8, 1996
Location: Lecture Room D,
Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

TEAM BUILDING (Great Class!)

Description: Participants will learn that a team is more than just a group of people working together, a team is a dimension in which there is a common purpose, mutual trust and respect, and support for the advancement of the individual, the team and the company.

Instructor: R.C. Taylor and Associates, Inc.
Cost: Approximately \$150 per participant
Date: May 16, 1996
Location: Lecture Room D,
Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by April 25.

PRE-RETIREMENT SEMINAR

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin
Cost: Approximately \$100 per participant
Date: June 20, 1996
Location: Lecture Room D,
Administration Building
Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 5.

NOTE: Spouses are welcome!

COTR LEVEL I

Description: This course is required for certification as a contracting officers technical representative. If you have any questions regarding your need for this certification, please contact your administrative officer within your Division.

Instructor: Management Concepts, Inc.
Cost: Approximately \$175 per participant
Dates: June 17 & 18, 1996
Location: Building 301,
B174
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo needs to be submitted by May 28. **For technical questions please call Barbara Camp x6338.**

ESSENTIALS OF ENGLISH

Description: This 8 session program concentrates on the fundamentals of grammar and punctuation. It is an excellent refresher for all clerical employees who want to improve their writing/proofreading ability. Carol Solomon is an excellent instructor!

Instructor: Carol Solomon and Associates
Cost: Approximately \$200 per participant
Dates: May 6, 8, 10, 13, 15, 17, 20 and 22, 1996
Time: 1:00 p.m. - 4:00 p.m.
Location: B111, Administration Building
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

TECHNICAL WRITING WORKSHOP

Description: This workshop will help participants apply the basic standards of effective business writing to the special demands of technical material. The seminar enables authors to maximize the clarity and appeal of technical writing without sacrificing its content. In addition, the seminar will help technical writers write for nontechnical readers.

Instructor: Donald Swenholt & Associates, Inc.
Cost: Approximately \$275 per participant
Dates: May 21, 22 and 1/2 hour consultation on the 23, 1996
Time: 9:00 a.m. - 4:00 p.m.
Location: Lecture Room E, Administration Building
PLEASE NOTE: Request for Training Memo must be submitted by April 30.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Any questions please call Pat on x3017.

Introduction to Windows is a

prerequisite for all Windows applications!
All classes will be held in A41, Basement 101.
All 1-Day Classes will be \$125
All 1/2 Day Classes will be \$60
All 2-Day Classes will be \$225, unless otherwise stated.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Information Systems Division
Date & Time: May 28, 1996, 1:00 p.m. - 3:30 p.m.
Cost: NONE
DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

TIPS AND TRICKS WITH WORDPERFECT 6.1 FOR WINDOWS (NEW SHORT TOPIC CLASS)

Description: This course is full of tips and tricks to improve your WordPerfect 6.1 for Windows skills. Learn shortcuts and new ideas guaranteed to improve your word processing efficiency. This course is designed for users comfortable with basic tasks in WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates
Date: May 15, 1996
Time: 9:00 a.m. - 12:00 noon
Cost: Approx. \$60 per participant
PLEASE NOTE: Request for Training Memo must be submitted by May 1.

CREATING TABLES WITH WORDPERFECT 6.1 FOR WINDOWS

Description: Learn the strengths of WordPerfect tables. We will create, navigate, enhance, and modify a table; add borders and shading; use math functions to write formulas and calculate. Many of your routine tasks can be simplified with tables. This course is designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates
Date: May 15, 1996
Time: 1:00 p.m. - 4:00 p.m.
Cost: Approx. \$60 per participant
PLEASE NOTE: Request for Training Memo must be submitted by May 1.

MERGING WITH WORDPERFECT 6.1 FOR WINDOWS

Description: Come and explore the powers of WordPerfect merging. Create forms files and data files to automate your mass mailings. Learn to Customize labels and envelopes. This is a fast-paced course designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates
Date: May 22, 1996
Time: 9:00 a.m. - 12:00 noon
Cost: Approx. \$60 per participant
PLEASE NOTE: Request for Training Memo must be submitted by May 8.

TEMPLATES IN WORDPERFECT 6.1 FOR WINDOWS

Description: Every document you create in WordPerfect is based on a template. Learn to use and create custom templates to automate your office output, such as memos, fax covers, business cards and invoices. This course is designed for experienced users of WordPerfect 6.1 for Windows who want to go one step further with their office automation.

Instructor: Lyndie Billey and Associates
Date: May 22, 1996
Time: 1:00 p.m. - 4:00 p.m.
Cost: Approx. \$60 per participant
PLEASE NOTE: Request for Training Memo must be submitted by May 8.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: The Intermediate WordPerfect 6.1 workshop is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.
Date: May 1, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

POWERPOINT 4.0 FOR WINDOWS

Description: This course will teach you how to use PowerPoint version 4.0 to create well-designed visuals for presentation. Topics include: outlining ideas; creating, editing, and spell-checking slides; adding drawings; enhancing the presentation using templates and slide masters; creating graphics; adding notes and transitions; printing the presentations; and finally running a slide show.

Instructor: Barbara

Talley, Business Support Training, Inc.
Date: May 6, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by April 23.

POWERPOINT 4.0 FOR WINDOWS

Description: This course will teach you how to use PowerPoint version 4.0 to create well-designed visuals for presentation. Topics include: outlining ideas; creating, editing, and spell-checking slides; adding drawings; enhancing the presentation using templates and slide masters; creating graphics; adding notes and transitions; printing the presentations; and finally running a slide show.

Instructor: Lyndie Billey and Associates

Date: May 8, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 23.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: May 21, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by May 7.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Impact Services, Inc.

Date: May 7, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 23.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Impact Services, Inc.

Date: May 10, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 23.

INTERMEDIATE WINDOWS

Description: This class is designed for students who want to start an application from Windows without using an icon, use shortcut keys, add programs to windows, use Character map, record and run macros, and use the Clipboard. In addition, students will learn to use File Manager to change file attributes, search for files, create Program Manager icons, and use Drag and Drop to open and print files.

Instructor: ExecuTrain

Date: May 13, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 29.

ADVANCED MICROSOFT WINDOWS

Description: This class is designed for students who want to learn the advanced features of Microsoft Windows 3.1. These features include using the MS-DOS prompt to access DOS from Windows, setting multitasking priorities, copying and pasting with non-windows applications, and creating and changing a swap file. In addition, students will learn to use PIF Editor, link and embed objects, use Object Packager, and customize Windows by editing system files.

Instructor:

ExecuTrain

Date: May 29, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by May 14.

INTRODUCTION TO LOTUS FOR WINDOWS

Description: This workshop is for participants that are upgrading to Lotus for Windows.

Instructor: Impact Services, Inc.

Date: May 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Requests for Training Memo must be submitted by May 16.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to-use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.

Date: May 17, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by May 3.

WORDPERFECT 6.1 FOR WINDOWS INTRODUCTION

Description: This class is designed for students who want to learn to create, edit, open, and close a document; select, delete, copy, move, search for, and replace text; and use the Spell

Checker, Thesaurus, and Grammatik. In addition, students will learn to format text, paragraphs, and page layout; use page numbers, headers, and footers; and print a document.

Instructor: Executrain

Date: April 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET The

Office of Information Services will present a seminar for beginners who want to access the files, databases, home pages, discussion groups, and other information on the Internet.

Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), Gopher, and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview Instructor: Marietta Nelson,
Office of Information Services
Date: May 8, 1996
Time: 1:30 p.m. - 2:30 p.m.
Cost: None
Location: ADMIN, Lecture Room C

Hands-on Instructor: Jeff Harrison,
Office of Information Services
Date: May 9, 1996
Time: 9:00 a.m. - 12:00 noon
Cost: None
Location: ADMIN, A41
PLEASE NOTE: To register for this training, please call Jeff Harrison, x3054.

NIST VACANCIES FOR GAITHERSBURG, MD						
APRIL 19, 1996						
Vacancy Announcements will not be available until the above date.						
Div	Title	Series	Salary Range & Payband	Promotion Potential	Vacancy Number	Closing Date
OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP						
353	Mail Clerk (Office Automation)	ZS-0305	\$17,070-\$21,111 Payband I	II	NIST-0596/BL	05/03/96
353	Office Automation Clerk	ZS-0326	\$18,229-\$27,297 Payband II	NONE	NIST-0563/MC	04/26/96
OPEN TO ALL STATUS APPLICANTS, CTAP & ICTAP						
825	Machinist	WG-3414	\$14.99hr-\$18.44hr WG-10/11	WG-14	NIST-0516/RF	04/26/96
NTIS VACANCIES FOR SPRINGFIELD, VA						
OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP						
NTIS	Computer Specialist- Networks	GS-0334	\$37,094-\$57,800 GS-11/12	GS-12	NTIS-411/JC	05/10/96

APPLICANT SUPPLY FILE INFORMATION

NIST maintains an Applicant Supply File for all our Critical Shortage Occupations. Both government and non-government applicants (including NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time. Applicants eligible for CTAP and ICTAP will receive priority consideration for any vacancy. Applications will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration

beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:

Paybands I thru V All Engineers, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant(OA) and Secretary(OA) positions. Payband II for Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: Contact Maryland Relay Service at 1-800-735-2258.

NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.